<Meeting Title> Outcome Summary

Purpose: <Insert "purpose" from the meeting's agenda.>

Desired Outcomes: <Insert status of "desired outcomes" from the meeting's agenda. See example below.>

❑   COMPLETE- A prioritized list of major obstacles.
❑   TABLED- An agreement on key stakeholders.
❑   COMPLETE- A verbal agreement on assigned action items

Topic	Decisions Made (Provide background information if necessary)
<insert a new row for each meeting topic on the agenda>	•
	•

Action Items:

What	Who	By When
<insert a new row for each action item description>	•	•
	•	•

Next Meeting:
▪   Time and Place:
▪   Possible Agenda Items:
▪   Facilitator: